

Student's Guide to Off Campus Education

**Career Internship 10
Work Experience
Registered Apprenticeship Program
Green Certificate Program**



RVS Community Learning Centre

Phone: (403) 235-0294

Table of Contents

Table of Contents	2
General Information about Off Campus Education.....	3
Specail Notes for the Registered Apprenticeship Program.....	3
What is Off Campus Education?	3
What are the objectives of Off Campus Education?.....	3
What are the benefits of Off Campus Education?	4
Who is the Off Campus Coordinator?	4
What is the Work Station?	5
Who is the Work Station Supervisor?	5
What is the attendance policy for Off Campus Education?.....	6
Assessment, Forms, Reports, Procedures	7
Off Campus Education Evaluation Procedures	7
Moodle Journaling	7
Workers' Compensation	8
Termination Procedures	8
Forms and Due Dates	8
Student Responsibilities	9
When are your time log sheets due?	10

General Information about Off Campus Education

What is Off Campus Education?

The Off Campus Program puts you in workstations at places of employment within the community. The purpose of this activity is to **familiarize you with the world of work**, to give you the opportunity to ascertain prerequisites for **apprenticeship** programs and to master skills required for **permanent employment**.

Both the Off Campus Coordinator (teacher) and the Work Station Supervisor (employer) supervise and evaluate.

Rocky View Schools offers Off Campus Education courses at each level. Each course consists of a minimum of **25** hours per credit at a work station. This translates into **3 to 10** credits per course taken. As part of these programs, you sign a contract with your employer covering the full semester. That is, as well as completing the **minimum 75** to 250 hour commitment, you must also work for the **complete** term.

You are required to maintain continual contact with your Off Campus Coordinator. Students who are working at a job site are expected to check in with Dr. Judah.

In conjunction with your first Off Campus experience, you are required to complete HCS3000 Workplace Safety Systems. This module is worth **1 extra credit** and must be completed **before** an Off Campus Experience may start.

Special Notes for the Registered Apprenticeship Program

RVS works with Careers: Next Generation to assist students needing RAP placements. Students, however, are encouraged to find their own placements. Once students are accepted into RAP, students must be indentured. Students should register with [Apprenticeship and Industry Training](#). It is here that students can apply for their “Blue Book”. **Failure to do so may result in none of the RAP hours earned be awarded to RAP Program.**

What are the objectives of Off Campus Education?

The expectations of the Off Campus programs are that you will:

1. Have an opportunity to participate in *meaningful* work.
2. Gain an understanding of the importance of *developing acceptable work habits, good grooming*, and the need for *self-discipline*.
3. Develop an understanding of the positive attitudes for getting along with people.
4. Learn and about the *organization of business* and the *relationship of employee to employers, unions and government*.
5. Be able to explore *career opportunities*.
6. Receive assistance in making the *transition from school to the world of work*.

What are the benefits of Off Campus Education?

Throughout the Off Campus working experience, you will be aided in making career choices, preparing yourself for careers, developing a vocational identity and in making the adjustment to the world of work while still in school. More specifically, these programs will help you to:

1. Learn *useful skills on real jobs* and under actual working conditions.
2. Develop the necessary *attitudes* for successful job performance.
3. Develop *good work habits*.
4. Develop *positive personality traits and self-confidence*.
5. Learn to *assume responsibility*.
6. Develop an appreciation of the dignity of honest work.
7. *Learn to get along* with fellow workers and employers.
8. Be aware of the relationship between *productivity and earned wages*.
9. Discover the relationship between *education and job success*.
10. *Learn about business* through participation.
11. *Explore* worthwhile jobs and careers.
12. Make the adjustment to the *world of work* while still in school.
13. Obtain *employer references*.

Who is the Off Campus Coordinator?

The Off Campus Coordinator is the teacher responsible for:

1. Providing *vocational guidance* to students.
2. *Supporting* the selection of a proper workstation for the student.
3. *Approving and supporting* student selections of the workstations.
4. Providing *student orientation* to the program as well as student *seminars* during the course of the semester.
5. Making *visitations* to the workstation as required to speak to the student or supervisor or both.
6. Having the supervisor make periodic *evaluations* of the student.
7. Discussing *on the job problems* with the student or supervisor.
8. *Maintaining records* of student progress and evaluation.

What is the Work Station?

The Work Station is where you are placed for your off campus experience. The following should be noted regarding workstations.

1. Initially, the employer at the workstation will interview you. *It is up to you* to arrange and be prepared for the interview.
2. **The employer has the right to establish the dress and grooming code.**
3. Any new employee starts at the bottom of the ladder and when that employee shows growth, they are often moved up. Have patience.
4. You are responsible for making travel arrangements to and from your workstation. **The Off Campus Coordinator must** confirm travel approval forms are complete before work starts.
5. Make sure that the hours you are assigned to work do not interfere with your ability to maintain your grades as well as your school assignments. It is the student's responsibility to discuss any scheduling conflicts with your supervisor.
6. ***Drugs or alcohol have no place in the work world.*** If you are found in the possession of or under the influence of either, you will be automatically dismissed from the workstation and will be recommended to the principal for withdrawal from the Off Campus program.
7. **Meets with safety standards and approved by Alberta Education.**

Who is the Work Station Supervisor?

The Work Station Supervisor is your *employer* and is the person responsible for:

1. *Laying out* the tasks and/or routines that you are required to complete on the job.
2. *Signing your weekly time sheet* before it is turned in to the Off Campus Coordinator, or submitting your hours in a format approved by the coordinator.
3. *Evaluating your performance* through regular formative evaluations and summative evaluation at the completion of the course with an Employer's Evaluation of Student.

What is the attendance policy for Off Campus Education?

The *Off Campus Agreement* and your *Individualized Training Plan* identify your dates and times of work. You are classified as a “young worker” under the Employment Standards Code (5, 53).¹ Therefore, for the purposes of Off Campus Education, you are restricted to the dates and times of work outlined and may not work more than 8 hours per day. You have a contracted commitment to your employer and must fulfill your obligations for the full term of the contract.

You are required to attend the workstation on a regularly set schedule shared with the Off Campus Coordinator. If you are going to be absent from the workstation, **you must do the following:**

1. Phone your supervisor and tell him/her that you will not be in and why. This is to be done **before your starting time** at the station.
In the event of being late, you are to phone and give them a time when you expect to arrive.
2. You must also phone your school, or Dr. Judah, (403) 807-3312 and inform her of your absence.
The result of repeated absences or lates could mean being fired or withdrawn from the workstation.
3. On your weekly time log, mark your absence, and whether or not the employer was called.
4. Follow school rules to do with absenteeism.

Absence from Work Station – If you are unable to attend your workstation placement due to illness, etc., but are in the school for other classes, the following procedure is to be followed:

1. Contact to Dr. Judah and inform her of the reason for the absence.
2. Phone the employer and follow the absence procedures as above.
3. You will be assigned to work in a specific area of the school and you will be expected to complete assigned work.
4. Failure to follow this procedure will be considered an unexcused absence. Students are encouraged to review the school’s Attendance Policy.

Inexcusable Absences:

1. Inexcusable absences will be dealt with by the administration as a skipped class.
2. Absence from a flex block or seminar will be counted as an absence as in any other class.

¹ www.qp.alberta.ca/documents/Acts/E09.pdf

Assessment, Forms, Reports, Procedures

Off Campus Education Evaluation Procedures

When you are registered in your off-campus program, you will receive assessment information.

Assessment	
Employability Skills	
Student Guide Quiz	
Course Work (Moodle Journals)	
Employer's Evaluation	Formative
	Summative
Coordinator's Input	

The employer's formative evaluation is done frequently during the semester generally every 4 weeks. This will correspond with your work assignments over the semester. The employer's formative evaluation will be averaged with the employer's summative final evaluation as part of your final mark. The formative evaluation will show you areas upon which you can improve. If you are unclear about any of the grading you receive from your supervisor, ask politely for an explanation. The final evaluations done by the employer are worth 65% of your final mark. The evaluation procedure will be a discussion between you and your supervisor.

Credit Assessment: The number of credits you will receive is based upon the amount of time you complete at your workstation. You have registered for a set number of credits. This is the basic expectation. Each credit is worth 25 verified hours at your work site. The minimum number of credits that can be awarded is 3, that is 75 hours of work. The maximum number of credits that can be awarded is 10, that is 250 hours of work. You could receive between 3 and 10 credits.

Moodle Assignments

You are expected to keep track of the materials for your Off Campus placement. Much of the documentation you will need is saved in the program Moodle course on line. When you are enrolled in an off-campus program, your coordinator will put you in the Moodle.

- You will find all sorts of information and web links for Off Campus Education
- Spend some time researching the safety links and videos.
- Make sure you know what to do if you are injured.
- Check this section regularly as topics are added over the term.

Workers' Compensation

While at the work site you are covered by the Workers' Compensation Act under an Alberta Learning policy. You are also covered under Board of Industrial Relations: Order 2B, 1972. This policy **does not cover travel to and from the workstation.**

All injuries, no matter how small, should be considered important and should be treated with first aid. Be aware of the person responsible for first aid at your workstation. All accidents should be reported as soon as possible. Keep a copy of the accident report form in you log book. **Any accident, no matter how minor, should be reported.**

Termination Procedures

Every consideration has been made to support your placement in a workstation at which you will find success. There is an opportunity to change stations if things are not working out, however, the change may take up to two weeks to arrange. During this time *you are expected to stay with the station at which you were originally placed.* **The decision to change a work site is made by the Off Campus Coordinator only;** you cannot make this decision on your own.

Only 2 Off Campus placements will be arranged for you during the semester. Failure at both will result in an automatic withdrawal from the program. No credit will be awarded.

If you are **fired** from your workstation, you will **lose all hours you have accumulated and you will be withdrawn from the workstation.** Following this, you will be recommended to the principal for withdrawal from the Off Campus program.

Forms and Due Dates

Form / Assignment	Due Date
Parent Consent form	Due immediately, include Emergency Contact Information
Off Campus Agreement	Due BEFORE work begins (mandatory)
Travel Consent Form	Due BEFORE work begins, include a copy insurance, registration, and Driver's License (mandatory)
Individual Training Plan	Due BEFORE work begins (mandatory)
Letter of Introduction and Resume	Due before interview, copy in portfolio
Journaling / Summary Activity	TBD
Time Log Sheets	Due regularly each week!
There is a penalty reflected in your Employability Skills grade for late time log sheets.	

Student Responsibilities

As with any employee, you will have on the job responsibilities such as being punctual, regularly attending work, proper dress and working cooperatively with fellow employees. In addition to this you will also have school responsibilities such as keeping up with your other class work, turning in your time log sheets and other assignments, phoning in your absences to work and keeping up with school announcements. Off Campus Education requires that you be committed to being successful; this requires hard work and effort.

Unlike any other high school course, credit in Work Experience courses is assessed according to time spent at the work site. Hours worked from Monday to, and including, Sunday, can be used to earn work experience hours. Additionally, these hours must be worked between 7:00 a.m. and 10:00 p.m. This will require you to work extra out-of-school time. It is expected that you will arrange to work some of your hours on PD Days, after school, or on weekends.

Tips for Success

1. Show a positive attitude and keen interest in your work.
2. Be on time every day.
3. Be honest.
4. Keep yourself busy. Show initiative.
5. If you make a mistake:
 - Admit it,
 - Apologize,
 - Ask what you can do to correct the mistake,
 - Don't make the mistake over and over.
6. Dress appropriately and maintain a high level of personal hygiene.
7. Remember that work is a time for working.
8. Do your best – that's all we can expect.

engage – enrich - empower

When are your time log sheets due?

The 1st and 15th of every month.

You will receive a complete package of time sheets early in the term.

You are responsible to keep track of you're your own time log sheets and maintaining records of hours at the work site.

As noted, your Employability Skills grade will be affected by late time log sheets.

GR/09/18